

## **Scientific Collecting License Application Updates and Instructions**

**2016/2017 SCL Updates:** Changes were made for consistency with format and reflecting with what is required by rule for all special licenses applications by the Department.

- The application & proposal form were combined into ONE fillable pdf form.
- A hand signed signature or initials are NO LONGER required. A typed-in name is acceptable.
- Additional fields requested:
  - a. Federal Tax ID
  - b. Wildlife currently held (Note: If you have a zoo license or rehab license you can refer to the license number for the list of animals in captivity – do not list all the animals).
  - c. Agent's birthdate.

### **2016/2017 SCL Reminders:**

- COMPLETED SCL reports are due by JANUARY 31<sup>st</sup> of 2017. This data isn't only required but goes into the Departments [HDMS & Point Observation Database](#) for the use with [tools available for wildlife management decisions for the Department and you](#).
- IF submitting for RENEWAL, a SCL report form must be completed BEFORE we can start the process for your 2017 SCL with stipulations. Send your report before or with your application.
- Even if NO ACTIVITIES ARE CONDUCTED please COMPLETE the top portion of the report form and return. Surveys for protected species are considered an activity and positive location need to be reports.
- PLAN ACCORDINGLY. Processing time can take up to 30 DAYS. The process time does not start until all necessary documents are completed with all the requested information.
- APPLICATION REMINDERS:
  - ✓ LOCALITY DETAILS. Details are needed for the location you are requesting to work in (when working on parts of rivers, please specify which part you will be working in, or valley, canyon, etc.).
  - ✓ WILDLIFE REQUESTED. In this section, list all wildlife you are requesting to capture/release, collect, and/or any other activities outlined in R12-4-418(A), including playback. If you are doing a general sampling of capture and release, you do not need to list every species in that area, listing the taxonomic level is acceptable. If you have a specific species that is the purpose of your project, then list that animal.
  - ✓ CORRESPONDENCE BY EMAIL IS RECOMMENDED to ensure any unnecessary delay in the application process. In the subject line include SCL holder's last name & SP#; *e.g. Jones, SP78966* with your attachments. Please submit the application as a saved pdf and the report as an excel file.
  - ✓ AND please submit all SCL RELATED MATERIALS and QUESTIONS to [scpermits@azgfd.gov](mailto:scpermits@azgfd.gov).
- IF you have any QUESTIONS please see me at break or don't hesitate to contact Chrissy Kondrat-Smith at [scpermits@gmail.com](mailto:scpermits@gmail.com); 623-236-7625.